

Zoning Board of Adjustment
Minutes
September 25, 2014

Members Present: Wayne Flynn, Tom Dyar, Steve Roy, PJ Cyr, Rick Eichler and Lenny Knowles

Members Excused: Pat Murphy

Members Absent: Keith Roberge

Members of the Public: None

Call to Order: Meeting was called to order at 7:07 by Chairman Cyr

Review and Accept Minutes of April 10, 2014 – On a motion from Wayne Flynn with a second from Rick Eichler the board voted to approve the minutes as presented.

Review and accept Minutes of June 11, 2014 – On a motion from Wayne Flynn with a second from Lenny Knowles the board voted to approve the minutes as presented.

Work Session

The board met to discuss creating a flow chart of the processes from the start (receipt of a building permit) through the end result of the zoning board hearing (decision) to see if the process flows smoothly for the applicant and to see if there are areas that could be improved (called a “Lean Process”). This exercise will also help new members get a better understanding of how and why an application gets to the board. Creating checklists for an applicant was also discussed. This would help the applicant to understand what is required to submission, what is expected of them at the hearing as well as allow the secretary and/or a board designee determine if an application is complete enough to be presented to the board. The board will begin this process at their October 23, 2014 meeting. The secretary printed handouts from the Spring Planning & Zoning Conference designed for new members as well as copies of the forms the board currently uses to help with the lean process.

New Business – None.

Old Business – Not all members have the newest copy of the zoning ordinance. Secretary will get those for the next meeting. The chairman will write a letter to Pat Murphy asking him to stay on as an alternate member of the board.

Next Meeting – The next meetings will be:

October 16, 2014 - variance hearing for KGI, LLC for the Mountain Valley Plaza signs.

October 23, 2014 – work session

October 30, 2014 – work session

Adjourn – On a motion from Wayne with a second from Lenny all members voted in favor of adjourning at 7:50 pm.

Respectfully submitted
Michelle M. Lutz
Zoning Board Secretary
September 26, 2014